

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

)	CASE NO. CV _____ AHM
)	
Plaintiff(s),)	STANDING ORDER RE COURT
)	TRIAL
v.)	
)	
)	
Defendant(s).)	
)	
)	
)	
)	
)	

This matter is currently scheduled for a ____ day court trial beginning on _____ at 8:00 a.m. Good cause appearing therefor, the Court hereby orders as follows:

1. **Stipulated Facts.** The parties shall submit a detailed stipulation of those facts to which they agree. *E.g.*, “Plaintiff was hired on [date] to be the Manager of Human Relations. Her duties consisted of _____. She reported to _____. Six employees reported to her.”
2. **Opening Statements and Proposed Findings of Fact and Conclusions of Law.** If they have not already done so, each party shall file its Proposed Findings of Fact and Conclusions of Law not later than eight days

1 before trial - - *i.e.*, ordinarily the Monday of the week preceding trial. These
2 shall incorporate the agreed-to facts as well as facts not stipulated. If possible,
3 each party shall provide the Court with a copy of its proposed findings and
4 conclusions on disk in WordPerfect 11.0 format on the first day of trial.
5 Opening statements shall be brief and shall summarize how the attorney expects
6 to prove the key components of his/her proposed fact findings.

7 3. **Joint Trial Witness Time Estimate Form.** Not later than eight
8 days before trial, the parties shall complete and file the Joint Trial Witness Time
9 Estimate Form (see attached).

10 4. **Joint Exhibit List.** Not later than eight days before trial, the parties
11 shall file a final Joint Exhibit List. *See* Local Rule 16-5. They shall specifically
12 designate by asterisk those exhibits to which there is no objection.

13 5. **Witness Declarations.** Not later than eight days before trial, for
14 each witness a party intends to call at trial, counsel for that party shall either (a)
15 file and serve personally or by fax an executed declaration in lieu of direct
16 testimony, or (b) if, and only if, such testimony is contained in discrete portions
17 of a deposition, mark and lodge the deposition in accordance with the Local
18 Rules. The Court expects to read the declarations and/or pertinent portions of
19 the lodged depositions in chambers. At trial, the Court will permit "live"
20 questioning only for cross-examination and re-direct of each such witness. This
21 paragraph does not apply to adverse or hostile witnesses; *i.e.*, counsel may call
22 such witnesses to the stand for live examination in their case-in-chief.

23 6. **Objections to Declarations and Depositions.** Not later than four
24 days before trial - - *i.e.*, ordinarily the Friday before trial - - each party shall file a
25 copy of its written objections to the testimony contained in the opposing party's
26 declarations and/or lodged depositions and bring a courtesy copy of its
27 objections to the Court. Failure to file such written objections will be deemed a
28 waiver of any such evidentiary objections.

7. **Closing Statements and Post-Trial Briefs.** For an overview and review of the evidence, the Court will rely exclusively on closing statements. It will not accept or read post-trial briefs, unless specifically authorized. In delivering closings, counsel shall use their respective proposed findings of fact and conclusions of law as a “checklist” and should identify the evidence that supports the proposals. At trial, therefore, counsel shall be prepared to be specific, meticulous and complete in pointing to such evidence.

The Court thanks counsel in advance for their anticipated cooperation and compliance with this order.

IT IS SO ORDERED.

DATE: _____, 2002

A. Howard Matz
United States District Judge

JUDGE A. HOWARD MATZ

JOINT TRIAL WITNESS TIME ESTIMATE FORM

CASE: _____

TRIAL D

	WITNESS NAME	PARTY CALLING WITNESS AND ESTIMATE	X-EXAMINER'S ESTIMATE	DESCRIPTION OF TESTIMONY	COMMENTS
1					
2					
3					
4					
5					
6					
7					
8					

9					
10					
	TOTAL ESTIMATES THIS PAGE:				

Instructions:

(1) List witnesses (last name first); (2) For description, be extremely brief, e.g., “eyewitness to accident.” Or “expert on standard of care.” (3) Use estimates within fractions of an hour. E.g., if you estimate 20 minutes, make it .25. An estimate of one and one-half hours would be 1.5. An estimate of three-quarters of an hour would be .75; (4) Note special factors in “Special Factors” column. (5) Entries may be in handwriting if very neat and legible.

C:\Documents and Settings\mkha\Local Settings\TEMP\notesE1EF34\~8279096.wpd July 3, 2002